



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Audio/Video Recordings - Criminal

CUTOFF: End of calendar year of final adjudication of case

DESCRIPTION: Recordings of boat stops or other encounters that may be presented to the prosecutor and may include, but is not limited to Boating While Intoxicated or other criminal arrests.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Erase

SERIES: 23446

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Audio/Video Recordings - Routine Traffic

CUTOFF: End of month in which the recording was created

DESCRIPTION: Recordings used for routine boat stops or other encounters that did not result in criminal arrests.

RETENTION: Years: Months: Days: 90

NOTES:

DISPOSITION ACTION: Erase

SERIES: 23447

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Boating Education Files - Court Required

CUTOFF: End of calendar year when the document was created

DESCRIPTION: Documents related to boating education law as prescribed in 306.128 RSMo. which requires a person take a boating safety course if they are charged with operating while intoxicated or other careless operation offenses.

RETENTION: Years: 75 Months: Days:

NOTES: Retain in Division 5 years.

DISPOSITION ACTION: Destroy

SERIES: 23440

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Boating Education Files - General

CUTOFF: When superseded or obsolete

DESCRIPTION: Records related to boating education under 306.127 RSMo. Such documents may include automated test cards, class rosters and request forms.

RETENTION: Years: 1 Months: Days:

NOTES: Keep paper 12 months after scanning.

DISPOSITION ACTION: Destroy

SERIES: 23439

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Detailed Functional Inspection Record

CUTOFF: End of calendar year when the inspection was completed

DESCRIPTION: Report used to document quarterly inspections of the contents of the emergency response trailers maintained by the division.

RETENTION: Years: 3 Months: Days:

NOTES: Report SHP-636.

DISPOSITION ACTION: Destroy

SERIES: 23445

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Division Memorandums

CUTOFF: When superseded or obsolete

DESCRIPTION: Documents concerning a single situation or temporary event, including, but not limited to check point, saturation, overtime, and training.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1386

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Division Special Orders

CUTOFF: When superseded or obsolete

DESCRIPTION: Orders affecting Water Patrol Division operation and guidelines.

RETENTION: Years: 10 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23435

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Inactive Buoy and Slalom Course Permits

CUTOFF: When superseded or obsolete

DESCRIPTION: Documents related to permits, including hearing records and other related correspondence. These records contain names and contact information of buoy permit holders as well as the location of the buoy at the property. Permits are non-transferable and may be revoked for non-compliance. If the owner chooses not to comply within a specified time period then the permit is voided and inactive.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1403

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Noise Level Measurement Report

CUTOFF: Close of case

DESCRIPTION: Documents used by the Patrol to record boat engine noise level that may be in violation and to issue a citation or warning.

RETENTION: Years: Months: Days: 90

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23441

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Parasailing Files

CUTOFF: When superseded or obsolete

DESCRIPTION: Permits and applications related to parasailing businesses. The permit allows the department to track their activities and location and to prevent two operators from pulling parasailers in the same area. The permit includes, but is not limited to the name of the business, owner, contact information and where they are allowed to operate. A new permit has to be issued for each year, generally done in the spring.

RETENTION: Years: 1 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23438

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Regatta Files

CUTOFF: When superseded or obsolete

DESCRIPTION: Documents related to permits for regattas. A regatta is any activity that involves an organized gathering of boats on the water for an event, including, but not limited to fishing tournaments or boat races. These files include, but are not limited to an application that contains the person or organization that wishes to hold the event, the location and contact information. Once the permit is approved and issued it will contain the stipulations and legal information the organizers are required to follow. Once the event is over the permit is no longer valid (obsolete).

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23437

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011

TITLE: Vessel Inspection Report

CUTOFF: When superseded or obsolete

DESCRIPTION: Report used by members of the Water Patrol Division to document an approved or non-approved vessel equipment inspection when a boat is stopped during routine patrol.

RETENTION: Years: 0 Months: 0 Days: 90

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1399

SERIES STATUS: Approved

APPROVAL DATE:

10/13/2011



Agency Records Disposition Schedule

Department: Department of Public Safety

Section: Water Patrol Division

Division: Missouri State Highway Patrol

Sub-Section:

TITLE: Waiver and Release for Towing Vessels

CUTOFF: End of calendar year in which the document was created

DESCRIPTION: Form used by members of the Water Patrol Division to obtain a signed waiver that a person will not hold the department liable for damages if their boat is to be towed to safety with the patrol vessel.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23444

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011

TITLE: Work Schedules and Safety Program Schedules

CUTOFF: End of the calendar year of the final date on the schedule

DESCRIPTION: Documents used by supervisors to record proposed work schedules and assignments in a uniform manner.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 1400

SERIES STATUS: Approved

APPROVAL DATE: 10/13/2011